

Training Topics for Configuration Workbook -

The course/ topics listed below provide context to the configuration items.

Module	Configuration Workbooks	Course	Topic/s
General Ledger (COA)	COA: Program*, Reporting Structure, Alternate Accounts, Fund*, Projects, Agency Use, Service Location	GL101	Creating and Maintaining a Chart Field value Creating a New Journal Entry
		GL132	Using Allocations Log
		GL243	Month End Close
		GL 253	Configuring a Task ID, Configuring options and defaults for an employee, Configuring options and defaults for an Employee Group
		GL 263	Resolving Chartfield Combination errors
		GL142	Working with Chart of Accounts
Operating Budgets	Operating Budgets: Operating Budget Structure, Operating Budget Trees	GL 122	Creating a Departmental Operating Budget Journal
		GL 142	Introduction to Trees, Creating and Maintaining Trees Auditing a Tree
Allocations	Allocations Administration, Allocations Distributed Administration, Allocations Program Administration, Allocations Headquarter Rent, Allocations ProRata, Allocations Workers Comp	GL132	Process Allocations
	Payroll Report Unit Translation, Business Unit Operations, Task ID, Employee Group Options - Defaults, Payment Type Options, Payment Type Mapping, Class Type Options, Serial Number, Employee Configuration Items, Employee Options, Employee Defaults	GL253	Configuring a Task ID Configuring options and defaults for an employee Group Reviewing initial configuration for an employee

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Labor Distribution		GL263	Running the Labor Distribution Process
Project Costing/Customer Contracts/Grants	Project Costing, Customer Contracts, Grants	CA 112	Setup & Process Deferred Revenue for Non - Prepaid Lin
		GM112	Updating and finalyzing a project Budget
		PC112	Creating Funds Distribution for a Project
		PC113	Manual Capitlaization
Procurement	Location, Standard Comment, P-Card User Information	PO122	Creating a Direct PO
		PO226	Managing Procurement Card Users:
Billing/Account Receivable	Inq Phone, Remittance Advice, Billing Specialist,	BI/AR 101	Creating a New Customer.
	Department Logo	N/A	N/A
	Bill Source, Discount & Surcharge, Entry Reasons, Invoice Number ID	BI113	Entering a Bill
	AR Specialist	BI/AR 102	Creating and Maintaining Customers